

talisman Timesheet Processing

Web enabled, integrated solution for Recruitment



Making money

Timesheets are really important documents, they enable you to bill your clients and pay your contractors. They are pesky things though, contractors don't send them in on time, or say they did when they haven't. When they do arrive, there's no signature or the hours don't add up.

The contractor or the consultant then phones up and asks if you received the timesheet and could you check just in case, you have to hunt around to find it and the clock is ticking because the payroll has to be run on time.

Once you have entered the hours you then have to match them to the invoice before posting them...and then the client says they didn't receive them so can you send another copy!

Isn't there a better way?

• **Timesheet Entry**

From email attachments
From fax server
From scanned images

• **Invoice Matching**

From email attachments
From fax server
Self billing invoices

• **Reports**

Outstanding timesheets
Outstanding invoices
PDF pay advice, invoice & timesheet
Various payroll reports

• **Client Extranet**

Invoice listing & queries
View and reprint invoices and timesheets

• **Benefits**

Save time

No bits of paper

Easy access to timesheets images

Quickly resolve queries

Automatic invoice/timesheet matching

PDF documents save paper costs and postage

Improved customer service

Paperless office

Talisman users can enter the data straight from the timesheet image on-screen. They can choose to use a fax to email service or the integrated fax server. There are no bits of paper at all.

Image database

The really good thing about this is that once the data is entered the image is held in Imago where it can be retrieved at any time and contractor or consultant queries easily answered.

Invoice matching

If your contractor is a Ltd, you can still go right ahead and enter the timesheet. When the invoice comes in you can match that against the entered timesheet(s) and it will then be marked for payment. Alternatively you can pay before receiving the invoice, produce self billing invoices, or a report to send to umbrella companies who request one.

Invoicing clients

The linked timesheets can automatically be produced with the invoice and printed or emailed as PDF attachments right from within Talisman.

Pricing

Timesheet images can be viewed from the booking, the candidate and contact records, or from invoice enquiry. Optionally clients can view their invoices and associated timesheets using the Remote Access System and reprint them when required.

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